

HOW TO ORDER FROM DOCUMENT SALES

Procedure:

YoungStar brochures can be ordered directly from the DOA Document Sales & Distribution Center in Madison. Use the order form and mail, email, fax or pick up your order to document sales. There is no cost for the shipment. DCF will pay for it. The DOA catalog and order forms are located at the DOA website.

http://www.doa.state.wi.us/section_detail.asp?linkcatid=266&linkid=49&locid=2&s

Brochures

- DCF-P-387A YoungStar Parent Brochure
- DCF-P-387B YoungStar Parent Brochure
- DCF-P-388 YoungStar Provider Brochure

Catalog

If you need to find the form numbers, click on the link and then click on one of the links after Document Sales Catalog (choose Word or Adobe Acrobat to open the catalog). Under the heading of Department of Children and Families there is a list of documents that can be ordered. DCF forms and publications are identified in the catalog. The catalog is located at:

<http://www.doa.state.wi.us/docview.asp?docid=6590&locid=2>.

Order form

The order form is located at:

<http://www.doa.state.wi.us/docview.asp?docid=8675&locid=2>

Place an Order

To place an order complete the Document Sales Order Form DOA-3330 (from order form link above) and submit your order in one of the following ways:

1. Complete the order form and send U.S. Mail to:

Wisconsin Department of Administration
Bureau of Document Services
Document Sales & Distribution
P.O. Box 7840
Madison, WI 53707-7840

2. Complete the order form and fax to Document Sales at:
(608) 261-8150

3. Complete the order form electronically and email it to Document Sales at:

docsales@doa.state.wi.us

4. Telephone Document Sales directly at:

(800) 362-7253 or (608) 264-9419

5. Documents can be picked up at the Document Sales Office at:

WI Department of Administration
Document Sales and Distribution Section
4622 University Avenue
Madison, WI 53705-2156.

Hours are 7:45 am to 4:30 pm Monday through Friday.